



MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010
(213) 738-2222 FAX (213) 637-0820

December 22, 2006

To: All Department Heads

From: Michael J. Henry
Director of Personnel

Subject: **ASSEMBLY BILL 1234 ETHICS TRAINING FOR COUNTY MANAGERS AND DESIGNATED STAFF**

On August 30, 2006, you were notified of a new State Law, AB 1234, which requires that local elected officials and certain commission members attend at least two hours of ethics training by January 1, 2007, and every two years thereafter. The training course, "Ethics in Government", was developed by the County Counsel and provides an overview of State and County ethics laws and regulations. This first phase of the training provided to our elected officials and specified commissioners, will be completed by the end of this calendar year.

On October 17, 2006, in a motion approved by the Board of Supervisors (Attachment I), the Board directed each department head, chief deputy and administrative deputy to attend the County AB 1234 "Ethics in Government" training program (see motion attached). In addition, the Board instructed each department head to designate, for the purpose of also attending this training program, members of the department's management who oversee the department's contract administration, purchasing, or other operations involving the issuance of entitlements such as permits, licenses and leases. The Board further instructed the Department of Human Resources to provide the administrative support to accommodate the additional participants in this training program.

This second phase of the training will begin in January 2007. County Counsel will conduct training sessions on the following dates and times listed below, and each session will be held in the Board of Supervisors Hearing Room on the 3rd floor of the Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, CA 90012.

Thursday, January 18, 2007	9:00 a.m. to 11:00 a.m.
Thursday, January 25, 2007	1:00 p.m. to 3:00 p.m.
Thursday, February 8, 2007	9:00 a.m. to 11:00 a.m.
Thursday, February 15, 2007	1:00 p.m. to 3:00 p.m.

We request that participants arrive 30 minutes prior to the start of the class to facilitate early registration.

Departments will be responsible for notifying each of your designated staff (as outlined in the motion) of the requirement to attend the training, and scheduling them to attend one of the four sessions listed above. Departments should schedule employees to attend training over the four sessions. To assist us in preparing materials, and printing Certificates of Completion for participants attending each session, we request that your departmental training coordinator schedule participants and complete the attached enrollment form (Attachment II) providing employee name, employee number, and the date they wish to attend. Please fax the enrollment form to D.J. Hall, Department of Human Resources at (213) 637-0823, **by Friday, January 12, 2007**. The Department of Human Resources will track the training and issue certificates at the end of the training program. If you have any questions related to which staff and/or positions should be required to attend, please contact your departmental County Counsel.

The County Counsel is a State Bar of California approved Minimum Continuing Education provider. This activity has been approved for Minimum Continuing Legal Education credit in the amount of 2 hours of participatory credit.

If you have any questions, please feel free to contact me at (213) 974-2406, or you may have your staff contact Howard Phillips, Department of Human Resources at (213) 738-2117 or D.J. Hall at (213) 738-2239.

MJH:TJH
LT:HP

Attachments

- c. Each Supervisor
Executive Officer Board of Supervisors
County Counsel
Administrative Deputies
Training Coordinators

ATTACHMENT II

TO: D.J. Hall
Department of Human Resources

FROM: (Departmental Training Coordinator)

SUBJECT: ASSEMBLY BILL 1234 TRAINING-ENROLLMENT

Listed below are the names of employees from the _____ department along with the date and time of the session that they have selected to attend.

ENROLLMENT FORM

NAME	TITLE	ITEM #	EMP. #	SESSION DATE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

All workshops are being held in the Board of Supervisors Hearing Room on the 3rd floor of the Kenneth Hahn of Administration,
500 West Temple Street, Room 381B
Los Angeles, California 90012

Dates

January 18, 2007
January 25, 2007
February 8, 2007
February 15, 2007

Times

9:00 a.m. to 11:00 a.m.
1:00 p.m. to 3:00 p.m.
9:00 a. m. to 11:00 a.m.
1:00 p. m. to 3:00 p.m.

Please FAX to D.J. Hall (213) 637-0823 by noon, **Friday, January 12, 2007**

If you have questions regarding enrollment call D.J. Hall at (213) 738-2239

Please include your return contact information. You will receive a confirmation for each participant with location information.

Name (Dept. Training Coord.): _____
Department: _____
Phone #: _____
Fax #: _____



MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Sachi A. Hamai, Executive Officer-
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

At its meeting held October 17, 2006, the Board took the following action:

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Supervisor Molina made the following statement:

"Recently enacted State Law, Assembly Bill 1234 (AB 1234), requires that elected local officials and certain commission members attend ethics training every two years. The training course, 'Ethics in Government,' was developed by County Counsel and provides an essential overview of State and County ethics laws and regulations; conflict of interest provisions; lobbyist regulations; laws governing the acceptance of gifts and honoraria; as well as laws restricting outside employment.

"There are many County employees who are affected by various ethics laws and regulations, and who could benefit from the 'Ethics in Government' training."

Therefore, on motion of Supervisor Molina, seconded by Supervisor Knabe, unanimously carried (Supervisor Antonovich being absent), the Board took the following actions:

1. Designated each Department Head, Chief Deputy and Administrative Deputy to attend the County's "Ethics in Government" training program mandated by AB 1234, legislation which requires that elected local officials and certain commission members attend ethics training every two years; and
2. Instructed each Department Head, in consultation with the Executive Officer of the Board and County Counsel, to designate members of each department's management who oversee the department's contract administration, purchasing, or other operations which involve the issuance of entitlements, such as permits, licenses or leases, to attend the County's AB 1234 training program, with the Department of Human Resources providing the administrative support necessary to accommodate these additional participants in the program.

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Copies distributed:
Each Supervisor
All Department/District Heads